

Willow Mill Fall Festival

Silver Spring Township Parks and Recreation Dept.



October 1, 2011

Over 5,000 residents and their friends and family came out to enjoy this fun family event in 2010. Each year we accept up to 100 vendors that include crafts, seasonal products and food items, entertainment and other services offered in the community. The intent of this event is to promote the utilization and development of Willow Mill Park and to provide business organizations and community service groups some exposure in an outdoor setting. Admission and parking are free for everyone! To be a part of this event, please review and complete the following information as requested. This is simply an application and not a guarantee that you will receive a space at this year's event.

@ Willow Mill Park

80 Willow Mill Park Road, Mechanicsburg, PA 17050

Saturday, October 1

RAIN OR SHINE

10 am - 4 pm



Please review all rules and regulations and submit application with payment to:

Silver Spring Township
Recreation Department
6475 Carlisle Pike
Mechanicsburg, PA 17050

Booth assignments will be made 2 weeks prior to the event.



Willow Mill Fall Festival

RULES AND REGULATIONS

1. **SETUP:** Exhibitors may drive to their space to unload. Please drop your things at your space and remove your vehicle from the exhibit area. This will be strictly enforced. If you must have your vehicle at your space, **you need to coordinate a proper location with the Event Manager prior to the event.** Have your space ready to go by 10 A.M. Vehicles must be moved to the vendor or general parking area no later than 9:45 A.M.
2. **TEARDOWN:** Booths must be dismantled and ready to load before vehicles are brought into the Festival Grounds. Please do not dismantle your space earlier than 4pm. **No vehicles are permitted on the festival grounds before 4:00 P.M.**
3. The Silver Spring Township Parks and Recreation Department reserves the right to deny any applications for any reason.
4. ALL VENDORS must bring their own tent/canopy, table, chairs and tent anchors for their space.
5. No booth space is guaranteed from year to year. The placement of your space is at the discretion of the Parks and Recreation Department.
6. Food vendors must wear gloves when handling food at the festival. Do not dump grease or other cooking ingredients onto the grounds of the park.
7. If your space is not available due to a heavy rain fall or flooding, please contact Kristy Owens, Event Manager at 717-766-0178 to request a new space. Do NOT take any open space.
8. In the event you elect to cancel your participation, no refunds will be given.
9. No refunds due to inclement weather.
10. ALL PARTICIPANTS must provide their own equipment. For those requesting electric, furnish your own 115V cord which fits a standard receptacle. Account for a distance of up to 50 feet.
11. The EVENT HOURS are 10:00 a.m. to 4:00 p.m. on Saturday, October 1, 2011.
12. Vehicles larger than the space provided must be approved by the Parks and Recreation Department. For those requesting two or more spaces you'll have a space that is 12 feet in depth and 24 feet in length.
13. **PAYMENTS.** PLEASE INCLUDE YOUR CHECK OR MONEY ORDER ALONG WITH THE APPLICATION. To pay with a credit card, please call 717.766.0178 or stop by the office. Checks payable to Silver Spring Township, 6475 Carlisle Pike, Mechanicsburg, PA 17050. 717.766.0178. **FORMS AND PAYMENT ARE DUE BY SEPTEMBER 1, 2011.**
14. Please remove trash in and around your space at the end of the day.
15. Silver Spring Township's Parks and Recreation Department reserves the right to accept, reject, relocate or dismiss any participant or selling activity at their sole discretion.
16. Vendors who offer promotional materials to the public must not force or pressure any member of the public to accept the material. Promotional materials and exhibits are limited to the vendor space they have been assigned. Do not solicit information throughout the park or place anything on the vehicles parked on the park grounds.
17. No exhibitor may sell their assigned space to another craftsperson. Encroachment on spaces not assigned to you is not permitted.
18. Unloading of equipment/moving equipment to your vendor space must be the sole responsibility of the vendor. Do not block the area or aisles with your vehicle(s).
19. Alcohol is strictly prohibited at this event.
20. The Township Police Department will have a patrol vehicle on the premises, unless an emergency call requires their attention during the event hours.
21. Silver Spring Township, Township Staff and the Fall Festival volunteers assume no liability or responsibility for merchandise lost, stolen or damaged.
22. The front side of your booth must face the flow of traffic. Please keep minimal space between you and the booth next to you.



Event Manager, Kristy Owens – kaowens@silverspringtpa.gov

QUESTIONS/COMMENTS: 717.766.0178 (ext. 304 or 305)
SILVER SPRING TOWNSHIP, 6475 CARLISLE PIKE, MECHANICSBURG, PA 17050

WILLOW MILL FALL FEST VENDOR APPLICATION

SUBMIT APPLICATION BY SEPTEMBER 1st:

MAIL: Silver Spring Township, ATTN: Recreation, 6475 Carlisle Pike, Mechanicsburg, PA 17050
EMAIL: kaowens@silverspringtwp-pa.gov (Kristy Owens, Event Manager)
FAX: 717.766.1696
PAY: Mail payment, pay by phone, or stop by the office. Call 717.766.0178 (ext. 304 or 305)

Vendor Name _____
Address _____ City _____ State _____ Zip _____
Contact Person _____ Phone _____ Returning Vendor? _____
Email _____

VENDOR FEES – PLEASE CHECK ✓

- ☐ \$35 = Non-profit organizations not selling food or drink
☐ \$40 = Non-profit organizations selling food, fundraising
Artists/craftsmen, businesses selling products or services
☐ \$50 = Commercial Food Vendors
☒ \$10 = Electric Outlet (includes 2 entries) AVAILABLE ON A FIRST COME, FIRST SERVE BASIS

X Please include a copy of \$1,000,000 liability insurance naming Silver Spring Township as an additionally insured.
If you are unable to do so, please contact the Parks and Recreation Department at 717.766.0178.

Number of 12 x 12 FT Spaces: _____ X check above rate = \$ _____ Two or more spaces will be side by side
Number of Electric Outlets: _____ X \$10.00/two entries = \$ _____
TOTAL PAYMENT DUE \$ _____ A \$10 fee is assessed for all returned checks

Applications received after September 1st, 2011 are subject to a \$10 late fee.

DESCRIPTION OF SPACE AND/OR DEMONSTRATION

- Include names and prices for sale items, including food. Attach a separate sheet, if needed.
- For demonstrations, please provide a schedule of when you'd like demonstrate an activity to the public. Times must be coordinated with other performances depending on the location of the booth.

HOLD HARMLESS AGREEMENT

The Silver Spring Township Parks and Recreation Department has explained the format of the Festival and I understand and accept the expectations, as outlined. I agree to abide by the Festival procedures, policies and financial commitments, as previously defined. I am aware that this is an outdoor event, planned and prepared for the general public, to be located at Willow Mill Park, which is a rustic setting. The Township will make every effort to provide a safe, clean environment for the event but cannot insure against unforeseen weather conditions, incidents and/or accidents. I shall defend, hold harmless and indemnify the Township of Silver Spring, against all expenses, liabilities and claims of every kind, including reasonable counsel fees, presented by or on behalf of or any person or entity (including, but not limited to the organization, its members, participants, spectators and other third parties) arising out of the negligence, reckless or intentional conduct of the vendor conducted on or around the premises to which this agreement pertains. I have read, understand, and do accept the guidelines of the Willow Mill Fall Festival. I further understand that Silver Spring Township has the right to make final interpretation of all guidelines.

APPLICANT SIGNATURE

DATE